REGISTERING AND REQUESTING STATE TA FROM THE NORTH CAROLINA TUITION ASSISTANCE PROGRAM (NCTAP)

First-Time NCTAP Users

1. Register/create a NC National Guard Student Portal (NCNGSP) account: https://www2.ncseaa.edu/NCGuard.
2. Fill in all boxes – use an email address you check and can easily access; does NOT have to be military or college email address.
3. Click "Submit".
4. Wait for system-generated email containing PID; check junk or spam folder for email.
5. PID is required to log into your NCNGSP, write PID down for future use.
6. Return to https://www2.ncseaa.edu/NCGuard to log into your portal.
7. Upload the required coursework information into your NC National Guard Student Portal:
   - Upload coursework information per EACH term/semester, not per year.
   - Must be registered for classes.
   - Use our example document or document inside portal to complete this step.

Deadlines for Coursework

- Fall Term:
  - PRIOR to the start of your fall term.
  - Fall term is defined as any class that starts on/after 01 Aug through 31 Dec.
- Spring Term:
  - PRIOR to the start of your spring term.
  - Spring term is defined as any class that starts on/after 01 Jan through 14 May.
- Summer Term:
  - NLT 01 May (hard deadline).
  - Summer term is defined as any class that starts on/after 15 May through 31 Jul.

Resolving Common Issues Accessing Your Portal Account

- Know your PID but cannot log in:
  - Date of Birth, or Birth Year could be incorrect. If born in 2000, 2001, or 2002, etc. use 1900, 1901, or 1902, respectively, to log in. Known issue; birth years are updated regularly to reflect correct birth year, may need to try both.
  - Still cannot log in; email NCTAP@ncseaa.edu for login assistance.